



DC HIV Prevention Community Planning Group			Meeting Minutes
GROUP	HIV Prevention Community Planning Group		
MEETING TITLE/TYPE	Full HPCPG Meeting		
DATE / TIME	October 13, 2011	5:30 pm – 8:00 pm	
LOCATION/ROOM	899 North Capital Street NE, Room 407, Washington DC		

ATTENDEES/ROLL CALL: 18 voting members were present					
Member	Present	Absent	Member	Present	Absent
Melina Afzal	x		Ken Pettigrew	x	
Patty Alleman	x		Richard Rice, MA		x
Natalia Averett	x		<i>Laureen Lynch-Ryan, Alt.</i>		x
Mark Baker	x		Néstor Rocha	x	
Susan M. Blake, Ph.D.	x		Hazel V. Smith	x	
Chris Bryant	x		<i>Tinselyn Simms-Hall, Alt.</i>	x	
Cyndee Clay	x		Tyler Spencer		x
Margaux Delotte-Bennett	x		Ron Swanda	x	
Manuel Díaz-Ramírez	x		Rev. Dana Tolliver	x	
<i>José Ramírez, Alt.</i>		x	Mamie Washington	x	
Calvin Gerald	x		Brian Watson		x
Leandrea Gilliam	x		Pernell Williams	x	
<i>Amena Johnson, Alt.</i>		x	Terrence L. Young	x	
Andrew Kerkhoff	x		<i>Kehinde Hall, Alt.</i>		x
Daniel O'Neill		x	Meredith Zoltick		x
<i>David Mariner, Alt.</i>		x			
HAHSTA Staff					
Donald Babb					
Guests					
**Carrie, Children's National Medical Center, Myra Witherspoon - Women's Collective, June Pollydore - Women's Collective, Ronald Wooden – Deaf Reach					
Logistical & Technical Support					
Bianca Stewart (TCBA)					

\*\*cc - represents Conference Call

AGENDA	
Item	Discussion
<b>Call to Order</b>	The meeting was called to order at 5:45 p.m. by Néstor Rocha.
<b>Approval of Agenda</b>	Add a discussion on next months meeting date. Ron Swanda motion to accept the agenda as amended, seconded by Dana Tolliver. <b>Vote:</b> Unanimous approval.
<b>Approval of Minutes</b>	A motion to approve the September minutes was so moved by Hazel Smith and seconded by Rev. Dana Tolliver. <b>Vote:</b>



	In Favor - 14; Opposed - 0; Abstentions - 3. The minutes were approved.					
HAHSTA Updates	<p><b>Prevention Grant:</b> Nestor Rocha shared that the response to HAHSTA’s funding application to the CDC for the core prevention grant was submitted on time. CDC is integrating three separate agreements into one for with three tracks: (1) core prevention grant (2) expanded testing grant and (3) Part C for demonstration projects which is the most competitive part. He said there will be fewer resources available for the next 5 years. The expanded testing grant just ended on Sept 29<sup>th</sup> and HAHSTA is currently working under an extension that will carry through the end of this year. The new funding should be received by January 1, 2012.</p> <p><b>ECHPP (Enhanced Comprehensive HIV Prevention Plan):</b> Mr. Rocha reported that the ECHPP Cooperative agreement received the full amount of funding requested and the funding started September 30.</p> <p><b>UCHAPS:</b> UCHAPS’ next meeting will be held in Fort Lauderdale, Florida next week. A third day has been added to the regular two days of business to host a meeting for surveillance and prevention program representatives. The goal is to build relationships. Terrence Young will attend next week’s meeting to represent the group.</p>					
Plaqn	<p><b>Bylaw Amendments</b></p> <p>Melina Afzal reported that to facilitate elections for committee leadership at this meeting the Operations Committee recommends an amendment to the HPCPG Bylaws regarding the standing committees to include "vice-chairs" among the choices for committee leadership.</p> <p><b>ARTICLE IX COMMITTEES</b></p> <p>A. GENERAL</p> <p>2. The HPCPG must approve the formation of Standing Committees, and select their chairs, <del>or</del> co-chairs <b>or vice-chairs</b>, by a simple majority vote during a duly called meeting with a quorum.</p> <p>There was no formal motion. The vote was as follows: All in Favor – 19; Opposed – 0; Abstentions – 0.</p> <p><b>CPG Committee Leadership Selection Poll</b></p> <p>The comments/suggestions from CPG members that responded to an email that was sent in reference to leadership factors were placed in a poll for the Full CPG to vote on.</p> <p>1) Should CPG Chairs and Vice Chairs of standing committees, other than Operations Committee, be elected by the committees of the full CPG/PPG</p> <table><tr><td><b>POLL OPTIONS FOR #1</b></td><td><b>VOTE</b></td></tr><tr><td></td><td></td></tr></table>		<b>POLL OPTIONS FOR #1</b>	<b>VOTE</b>		
<b>POLL OPTIONS FOR #1</b>	<b>VOTE</b>					

They should be elected by the committee	0
They should be elected by the full CPG/PPG	1
They should be selected by a vote of the committee then confirmed by a vote of the Operations Committee	7
<b>They should be selected by a vote of the committee then confirmed by a vote of the full CPG/PPG</b>	<b>9</b>
Abstentions	0

2) How long should the term last (chair/vice chairs only)?

POLL OPTIONS FOR #2	VOTE
3 month	0
4 month	0
<b>6 month</b>	<b>11</b>
12 month	<b>7</b>
Abstentions	0

**Discussion:** Ron Swanda raised the concern that the terms are so low and that there should be more stability. Pernell Williams stated he would vote for a year since work could be done within the year cycle. Cyndee Clay stated that she voted for a shorter term because she has seen people get in the role and not do anything so she believes a person can run for an additional 4 months if they are interested. Mr. Swanda asked was there anything in the Bylaws to remove chairs that were not handling there responsibilities. He was advised Bylaws are in place for such an issue.

3) Max amount of time that the same person may occupy the same position (either Chair or Vice Chair) without a break of at least one term.

POLL OPTIONS FOR #3	VOTE
1 year	5
<b>2 years</b>	<b>12</b>
3 years	<b>0</b>
No limit	<b>0</b>
Abstain	0

**Discussion:** Rev. Dana Tolliver asked did the two years mean one can serve two consecutive terms but would have to be re-elected when there term was up?

4) Should all committee chair and vice chairs be elected on the same schedule?

POLL OPTIONS FOR #4	VOTE
<b>Yes</b>	<b>14</b>
<b>No</b>	<b>2</b>
Abstain	0

**Discussion:** Natalia Averett gave clarification stating that this option would let

everyone be elected at the same time but if someone stepped down mid-term there would be an interim chair. Rev. Tolliver stated that everyone isn't voted into the PPG at the same time so that would cause an issue. Donald Babb suggested that what needs to be determined is, if someone is elected as chair or vice chair and their term on the PPG ends in 5 months but their Chair term ends in 6 months, what would be the process. Terrence Young ask how the interim chair would be appointed for someone who stepped down or was removed.

**Committee Break – out Session:**

An overview of the three standing committees was given by Ms. Averett. It was explained that the Operation's committee's roles are about the same. Membership would be responsible for recruitment, leadership development, retention, and outreach to have diversity of membership. The Planned Development Advisory Committee (PDAC) will probably change the most in the next few months but its main role is a liaison between PPG and HAHSTA to develop the prevention plan and facilitate the planning process.

The full group was directed to pick a committee between Membership & PDAC . Each committee would then, 1). Choose the chair and vice chair; 2). Decide the committee's next meeting date and 3). Make a decision on the succession process, "What recommendations for if the chair steps down what is the role of the vice chair or how the position will be filled."

**Membership Committee Members:**

Manuel Diaz-Ramirez  
Ken Pettigrew  
Ron Swanda  
Dana Tolliver  
Margaux Delotte-Bennett  
Mamie Washington  
Leandrea Gilliam  
Pernell Williams  
Calvin Gerald

**Operations Committee:**

Natalia Averett  
Mark Baker  
Melina Afzal  
Cyndee Clay  
Nestor Rocha  
Richard Rice  
Terrence Young

**Policy Development Advisory Committee Members:**

Patty Alleman  
Susan Blake  
Andrew Kerkoff  
Hazel Smith  
Ron Swanda

	<p>Terrence Young Cyndee Clay</p> <p>The Policy Development Advisory Committee motions for the full PPG to accept their nominations for Chair - Susan Blake &amp; Vice Chair – Andrew Kerkhoff <b>Vote:</b> All in Favor - Unanimous</p> <p>The Membership Committee motions for the full PPG to accept their nominations for Chair - Ken Pettigrew &amp; Vice Chair – Pernell Williams <b>Vote:</b> All in Favor - Unanimous</p> <p><b>Succession recommendation was so moved:</b> If there is vacancy then a new election has to occur within 30 days and until that election the Vice Chair (if the Chair steps down) will take on the roles and responsibilities of the Chair. If the Vice Chair steps down then the Chair will act in their role without a Vice-Chair until the election occurs in 30 days. <b>Vote:</b> All in Favor - Unanimous; Opposed - 0; Abstentions – 0.</p> <p><b>Next Meeting time for Committees:</b> Membership - Oct 26 2:00p – 3:00p (Conference Call) PDAC - Oct 27, 2011 1:00p (HIPS or via Conference Call)</p> <p>Melina Afzal advised that her last month as Community Co-Chair was November and Terrence Young will be the new Community Co-Chair starting December. Next month meeting will include electing the new community co-chair elect. If someone is interested in the position or wants to make a nomination they can email Mr. Babb. He also provided clarity that when some ones term end as chair or co-chair-elect before their term on the CPG is extended until the term as Co-Chair or Co-Chair-Elect ends.</p>
<p><b>Next Steps:</b></p>	<ul style="list-style-type: none"> <li>- Membership Committee will discuss how to handle the rotating term issue</li> <li>- There is one vacancy on the Operations Committee and if the Community Co-Chair elect comes from the Operations Committee there will be two positions open on Operations Committee.</li> <li>- Mr. Rocha proposed a change in Bylaws as he thinks that having a co-chair for a year does not serve the body well and would like to discuss how to handle this best. Mr. Williams stated that the Membership Committee will discuss the co-chair term process and report back to Operations Committee.</li> <li>- November 10<sup>th</sup> is the USCA (US Conference on AIDS) which falls on the same day of the next meeting full meeting. It was agreed that it doesn't seem like too many people will be out on that day so the full CPG meeting will be held as scheduled.</li> <li>- Mr. Swanda suggested looking into coordinating prevention and care (RWPC and HPCPG). Mr. Rocha pointed out that more guidance is expected by December on how to coordinate the groups but doesn't think that the discussion needs to wait till then.</li> </ul>



<b>Announcements</b>	<ul style="list-style-type: none"><li>- National Latino Awareness Day is Friday October 14, 2011</li><li>- HIPS is having an Annual Halloween Candy Drive. A flyer will be sent to Donald Babb and if you have more than 5 bags they will pick the candy up from your location.</li></ul>
<b>Handouts:</b>	<ol style="list-style-type: none"><li>1. Agenda – October 13, 2011</li><li>2. September 2011 Draft Minutes</li><li>3. CPG Committee Roles</li><li>4. CDC Requirements for new DC Prevention Plan</li><li>5. HPCPG Bylaws on committees (March 2011)</li><li>6. CPG Committee Leadership Selection Poll (October 2011)</li></ol>
<b>MEETING ADJOURNED</b>	Meeting adjourned @ 7:39 pm
<b>NEXT MEETING</b>	November 10, 2011 5:30 pm – 8:00 p.m. 899 North Capitol Street NE, 4 <sup>th</sup> Floor Washington, DC 20002